

220.10

Identification Requirements

Overview

Introduction

Applicants, participants and proxies in the WIC Program must present identification:

- At each certification and
- Every time they pick up benefits.

This policy discusses acceptable proof of identification.

Identification required for benefits

Participants and proxies must present a eWIC card or other valid ID from page 2 to receive WIC benefits at the local agency.

Note: When a participant presents a eWIC card to buy food, the vendor may not require additional identification.

Policy reference

MPSF: WC-99-16-P: Strengthening Integrity in the WIC Certification Process

In this Policy

This chapter contains the following topics:

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Documenting Identity

Policy

Proof and documentation of identity is required for each applicant. Proof of identity must be implemented in a manner that does not constitute a barrier to participation, particularly to applicants who may have been victims of theft, loss, or disaster.

Examples of proof of identity

Examples of acceptable forms of identification include:

- Valid driver's license
- Matricula Consular Card
- Non-driver ID
- Immunization record
- Passport/visa
- Medicaid or health benefit card
- Other medical or health record (including crib cards)
- Social Security card
- Birth certificate
- Work or school ID card
- Voter registration
- Pay stubs
- Placement Papers
- eWIC Card
- Award letter

Note: The eWIC card may be used as proof of identity for those family members participating in WIC. The list of participating members can be accessed in the data system using the PAN number listed on the card.

Documenting Identity, continued

Documenting Identity

The table below describes how to document proof of identity in the WIC data system.

If the applicant...	Then ...
Has proof but did not bring it (forgot it)	<ul style="list-style-type: none">• Tell the applicant that proof of identity must be provided in order to receive services,• Provide a list of acceptable forms of identity, and• Issue a Notice of Ineligibility for failure to bring proof of identification. <p>Note: When you issue a eWIC card, you are providing an applicant with an acceptable source of proof of identity for WIC purposes. Therefore, you must see acceptable proof of identity before issuing this card.</p>
Has no proof due to: <ul style="list-style-type: none">• Theft,• Loss,• Disaster, or• A recent move to this country	<ul style="list-style-type: none">• Select “Affidavit” as the proof provided,• Print and complete the Signed Statement from the WIC data system,• Tell the applicant to bring proof of identity when proof is available, and• Continue the certification appointment.

Note: During a certification outside the normal WIC clinic walls, these same steps are followed by the WIC CPA that is seeing the participant for the nutrition assessment portion of the appointment. See policy 220.15 for additional information on this local agency option.

eWIC Card and Identification

Issuing the eWIC card

Issue an eWIC card to each economic unit. Follow these guidelines:

- Issue the card only after eligibility has been determined.
- Explain that the eWIC card is the only identification required when purchasing WIC benefits at the grocery store or special purpose vendor.
- Explain that the eWIC card should be brought to every WIC appointment.
- Encourage each participant to treat the eWIC card like other forms of identification.

Replacing the card

Replace a eWIC card in the following situations:

- Card has become unusable,
- Card is difficult to read,
- Participant reports a lost or stolen card.

Note: The participant must provide proof of identity before a lost or stolen card is replaced. Tell the participant to destroy the old card if it is later found.